

TO: All Proposers

FROM: Kelly McVeigh Stanley
Delaware Technical and Community College

DATE: January 13, 2017

SUBJECT: Addendum #1
Request for Proposals
Contract #DTCC17001-COLLEGELMS

1. How many end-users are going to use the new LMS software?

ANSWER: The College currently has 8,300 FTE users

2. Where can we find information about obtaining a State of Delaware Business License?

ANSWER: Prior to receiving an award, the successful vendor shall either furnish Delaware Tech with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: (302) 577-8200—Public Service, (302) 577-8205—Licensing Department

3. Would it be possible to receive an MS Word version of the RFP to use as a template?

ANSWER: No.

4. Can you confirm the LMS format of the courses to be migrated?

ANSWER: Courses will be migrated from Blackboard Learn

5. Will the pilot users be the only users in year 1, with all users being added in year 2? Or is the pilot to be the first phase of a phased roll out during the year? Do you know how many FTE users there will be in year one?

ANSWER: The pilot will be the first phase of a phased roll out. We expect to have approximately 4,000 - 6,000 FTE phased into the pilot by the end of the first year

6. Can you clarify that there are 7 forms to fill out as indicated here. Also, the link to the OSD form does not point to a form. Can you provide that form?

ANSWER: The following attachments shall be considered part of the solicitation:

- Attachment 1 – No Proposal Reply Form
- Attachment 2 – Non-Collusion Statement
- Attachment 3 – Exceptions
- Attachment 4 – Confidentiality and Proprietary Information
- Attachment 5 – Business References
- Attachment 6 – Subcontractor Information Form
- Attachment 7 – Employing Delawareans Report
- Attachment 8 – Office of Supplier Diversity Application (Link to application is located on Attachment 8)

7. Regarding the Vendor Activity statement on page 21, item number 6, “No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration.”

What vendor activity is restricted?

ANSWER: Please disregard that provision. Refer to the following requirements and statement on Pages 1 and 2 of the RFP: “The transmittal letter must disclose each Vendor location or subcontractor location (including the name of the subcontractor) where Delaware Tech data shall be stored. To ensure service to its students and redundant security, Delaware Tech shall require an awarded Vendor to maintain a primary and secondary storage capacity for Delaware Tech data and shall have a strong preference that at least the primary location for storage of Delaware Tech shall be located in the United States.”

8. Regarding the Sub-contracting statement on page 13, can you confirm that this section does not include, and is not directed at vendors used in the course of business for hosting, support and custom code development?

ANSWER: Use of subcontractors in the course of business for hosting and support must be clearly explained in the proposal, and major subcontractors must be identified by name as set forth above in the response to the previous question.

9. We have published VPATs for the products being proposed. Can vendors submit their completed VPATs in place of completing Section 1194?

ANSWER: Vendors may submit VPATs which should include a completed summary table for Criteria 1194.21-1194.26, 1194.31, 1194.41

10. Please clarify the order of the proposal content that should be submitted? Should the order follow the content outlined in Question 8 (e.g. executive summary, company overview, etc.) or should it follow the items outlined in questions 1-7 (e.g. proposal begins with Pricing Proposal Form (Appendix A), then Appendix B, etc.)

ANSWER: Proposals should follow the order listed in Section III A. Item #8 does include overlap with some items listed in #1-7. It is acceptable to reference information stated in #1-7 in the response to #8

All terms and conditions of the RFP remain the same except as amended herein.